

REGULATION #5701.1

RECORDS AND INFORMATION MANAGEMENT

1. The standards and guidelines set out in the Records Management Guidebook will apply to all records and information maintained by the School District No. 36 (Surrey) as defined by policy.
2. All official school district records are to be maintained in industry-standard filing cabinets in approved locations throughout the district, or approved file storage boxes in a location facilitated by Records Management Services.
3. The secretary-treasurer has assigned the responsibility of the Officer of Record to the Manager, Administrative Services, who has responsibility for all aspects of the Records Management Program.
4. Records Management Services will operate as the official school district department for coordination of the records management function. Records Management Services will be responsible for establishing standards for related supplies and equipment.
5. The Manager, Administrative Services will assign duties to the Records Management Services staff as required.
Duties include:
 - a) Provide recommendations, assistance and coordination to district staff in managing the records.
 - b) Authorize all changes to the Master File Plan (Records Classification System).
 - c) Coordinate all records classification numbers assigned to each file series.
 - d) Maintain filing and retrieval aids, such as amendments to the Master File Plan, file lists, indexes, cross references, etc.
 - e) Identify and provide assistance for the maintenance and security of all vital records in departments.
 - f) Provide records management training/orientation to staff as required.
 - g) Arrange for those district records which warrant permanent preservation to be archived and stored in an accessible and safe environment.
 - h) Arrange for the proper destruction of district records, as and when retention periods expire.
 - i) Set appropriate fees for the retrieval and reproduction of records.
 - j) Coordinate records management disaster preparedness methods in the event of a disaster, e.g. flood, resulting in damage to records.

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6. The following Acts are part of the Records Management Program:
- a) Document Disposal Act
 - b) Employment Standards Act and Regulations
 - c) Financial Disclosure Act
 - d) Municipal Finance Act
 - e) Financial Information Act
 - f) School Act
 - g) Canada Pension Act
 - h) Excise Act
 - i) Income Tax Act
 - j) Employment Insurance Act

Revised: 2015-06-05
1996-03-01
Approved: 1995-06-22